

Manuscript Preparation Guidelines for the MML '04 Symposium.

- **Proceedings will be published in Journal of Magnetism and Magnetic Materials.**
- We will accept manuscripts only in electronic version (PDF format). The manuscript should be neatly typed using double line spacing. Unclear or handwritten insertions are not acceptable. Examples of format and layout may be found in the JMMM website:
www.elsevier.com/homepage/authors/?main=/homepage/about/ita/prep.http

- The following guidelines should be carefully obeyed.

Number all pages, from the very first to the very last. The **first page** should contain the following items, in this exact order:

- (a) **Name, Version number and date.** Please name the file containing the manuscript after the first author. If the same first author is submitting multiple manuscripts, then associate with each paper number 1, 2, etc. Also state when that particular version was finalized (so that new versions can be identified). For example; JoeDoe2_ver1.pdf (April 1st, 2004).
 - (b) **Title** of the paper. Do not use capital letters.
 - (c) **Authors** (initials or first names before surnames), separated by commas and each followed by a footnote letter (a,b, etc...) referring to the respective address.
 - (d) **Addresses**, each preceded by a footnote letter referring to the respective author name(s).
 - (e) **Abstract** of at most 100 words. It should be self-contained (no footnotes, references, or undefined acronyms).
 - (f) **Keywords**, which will also be quoted in the Subject index of the Proceedings.
 - (g) **PACS classification codes:** for example, **75.50.K; 75.60.E**
 - (h) **Contact author** name and complete postal address, plus fax and e-mail numbers valid for the period after the conference.
 - (i) If necessary, footnotes regarding changes of address.
- The **next pages** should contain the following items (in exactly the given order):
 - (a) **Main text**, should be concise, e.g. do not repeat conclusions which are already in the introduction, and avoid verbosity. You should not use footnotes; incorporate these as text remarks. Neither should references be used as footnotes. Acknowledgements (e.g. for grants) should be put at the end, before the references. **Notation** must be clear, compact and consistent. All symbols whose identity may not be obvious must be identified in the left margin at first appearance. **Formulas** should be displayed (i.e. put on separate lines) when important or quoted elsewhere, but also if they are likely to be broken incorrectly in the printed text. Displayed equations should still fit into the Journal text column width, so you should break long lines at suitable places, with this width of 7.5 cm in mind. If necessary revise your notation. Equation numbers should be put at the right margin. The total length of the manuscript (including, title, abstract, figures, tables, and references) can not exceed 2200 words for contributed paper (four (4) journal's pages) and 4400 words for invited paper (eight (8) journal's pages). Estimate that each figure should take the place of approximately 120 words in the main text.

- (a) **References**, which should be limited to the most relevant literature. Do not use references as footnotes. The information should be presented in the correct Journal style (see recent issues), especially with regard to the order of items: authors (initials before names), journal abbreviation (or editors, book/proceedings title and publishers plus city), volume, year of publication, first page. Do not include several references under one number. All references should be cited in the text, numbered in [] brackets consecutively in order of first appearance.
- (b) **Tables** (with Arabic numbering in order of appearance), having a clear structure, with simple column headings that include all units in parentheses. Try to avoid wide tables that would cover two text columns. Generally only five table columns go into a 7.5 cm text column; check recent journal issues for layout and spacing examples.
- (c) **Figure captions**, listed together on a separate page and not put on the figure sheets.
- (d) **Figures** must be absolutely crisp and stainless. Electron micrographs should be provided with a scale bar within the figure and their top edge should be indicated. All details (lettering, symbols) must be sufficiently large. In general the figures should have approximately the size 7.5 cm in width. Avoid small open symbols which tend to fill in upon reduction. Check lettering carefully for spelling mistakes and consistency with the main text. Wherever feasible, compile multiple graphs with identical axis values and analogous captions into a single figure. All figures should be identified by their sequence number. The sequence numbering should be exactly in the order in which they are first referred to in the text. Keep in mind that typical figure with figure caption is equivalent to 120 words. Please do not use colour symbols in your figure unless you feel that it is absolutely necessary and you are willing to pay additional charges for colour printing.

- **Guidelines for Text Files and Formats**

- (a) In the first submission of your paper we will accept only papers in pdf format. Please use a Times New Roman fonts, size 12. Please check the style of the JMMM, particularly the reference style, so that fewer changes have to be made, thus reducing the possibility of errors being introduced. In addition, do not use options such as automatic word breaking, justified layout, double columns or automatic paragraph numbering (especially for numbered references). However do use bold face, italic, subscripts, superscripts etc.
- (b) When preparing tables, if you are using a table grid, please use only one grid for each separate table and not a grid for each row. If no grid is being used, use tabs to align columns not spaces.
- (c) Please follow this order when you create your manuscript: Title, Authors, Affiliations, Abstract, Keywords, Main text, Acknowledgements, Appendix, References, Vitae, Figure legends and then Tables.

- **Guidelines for Artwork/Illustrations**

Computer-generated illustrations and halftones/line/tones (either color or black & white) are acceptable. Please note however that JMMM charge for color printing so please ensure that your color illustrations are essential to your paper to avoid unnecessary charges.

AUTHOR CHECKLIST

It is hoped that this list will be useful during the final checking of an article prior to sending it to the journal's editor for review.

- **Ensure that the following items are present:**

- ⇒ One author designated as corresponding author:
 - ✓ E-mail address
 - ✓ Full postal address
 - ✓ Telephone and fax numbers
 - ✓ article details (first author, first words of title)
 - ✓ file name(s)
- ⇒ All text pages
- ⇒ Keywords
- ⇒ Original artwork (high-quality prints)
- ⇒ All figure captions
- ⇒ All tables (including title, description, footnotes)

- **Further considerations**

- ⇒ References are in the correct format for this journal?
- ⇒ All references mentioned in the Reference list are quoted in the text, and vice versa?
- ⇒ Permission has been obtained for use of copyrighted material from other sources (including the Web)?
- ⇒ Color figures clearly marked as being intended for color reproduction or to be reproduced in black-and-white?